

Air Force (AF) Youth Programs (YP)
20th Year Inspection –Criteria
Revised as of Jan 11

The AF YP Criteria may be obtained on the Headquarters Air Force Services (AFSVA) Community of Practice. AF YP/annexes, Pre-teen/Teen and Youth Sports & Fitness Programs are responsible for compliance with all AF YP Criteria. In case of a conflict between the source documents listed below, the most recent version of the AF YP Criteria is used as AF policy until the next update of the AF Instruction governing this program.

YP criteria are based on the following:

- AF Policy Child Development Centers (CDC)/School-Age (SA)/YP Drinking Water, 3 Oct 05
- AF Policy Cleaning Standards for CDC, YP, and SA Program
- AF Policy 2009/10 Recommended Immunization Schedules for Child and Youth Programs, 20 Oct 09
- Council on Accreditation (COA)
- Headquarters Air Force Civil Engineering Support Agency (HQ AFCESA) Inspection Guide AF Youth Programs Facilities
- National Fire Protection Association (NFPA) 101, Life Safety Code
- National AfterSchool Association Standards
- Child and Youth (CY) Pay System Program Guidance, Oct 08
- United States Department of Agriculture Child and Adult Care Food Program (USDA CACFP) Guidelines
- Caring For Our Children - Second Edition
- Boys & Girls Clubs of America - Military Standards of Organizational Effectiveness

Changes/Additions to the 20th Year YP Criteria are indicated by italicized red font

Criteria/Standard Findings revised to mirror all CYP Programs are indicated by italicized blue font

- Y1 Positive guidance and conflict resolution techniques are followed by all Staff, Volunteers (V) and Contract Workers (CW).
- Y2 Staff/Vs/CWs ensure consequences of inappropriate behavior are consistent, clear, and in accordance with program policies.
- Y3 Staff/Vs/CWs greet each youth by first name when he or she enters the facility or area or soon after and use youths' first names in communicating with them.
- Y4 Staff/Vs/CWs identify and use opportunities to praise youth for good deeds by frequently providing encouragement and praise.
- Y5 Staff/Vs/CWs reinforce youth's positive self-identities and competencies.
- Y6 Staff/Vs/CWs encourage youth to establish and achieve personal goals and develop competencies by participating in daily program activities.
- Y7 Staff/Vs/CWs interact with youth to provide motivation and encouragement.
- Y10 Staff/Vs/CWs act as models for positive adult relationships.
- Y12 Staff/Vs/CWs respond appropriately to the individual needs of youth, assisting youth to pursue their interests and improve their skills.
- Y13 Staff/Vs/CWs encourage youth to make choices and to become more responsible.

- Y14 Staff/Vs/CWs encourage youth to practice basic life skills.
- Y15 Youth generally interact with one another in positive ways. Youth appear relaxed, respectful, and cooperative with each other.
- Y16 Staff/Vs/CWs make families feel welcome and comfortable.
- Y17 Staff/Vs/CWs work well together to meet the needs of youth.
- Y18 The Youth Center capacity is fully utilized and open during the hours youth are not in school, on school holidays, and on weekends. (*Defined as: 20-23 or 24+ hours per week based on the results of the installation needs assessment.*) (Exclusive of the SA hrs of operations).
- Y19 The Youth Center and its annexes include adequate space for all program areas.
- Y20 Indoor spaces are clean, bright, in good repair, well ventilated, well lit, and maintained at a comfortable temperature. The heat, ventilation, noise level, and light in the indoor spaces are comfortable. The building temperature is maintained between 68°F and 82°F.
- Y21 The space is arranged so that various activities can go on at the same time without much disruption. There is adequate and convenient storage for the equipment, materials, and personal possessions of youth and staff.
- Y22 Youth are involved in the planning, creation, design, and decoration of their designated space.
- Y23 Separate program areas are provided for younger and older youth and/or there are scheduled times for different age groups to participate in programs each day.
- Y25 The indoor space reflects the *current* work and interests of the youth currently in the program. Displays feature youth's artwork and other pictures of interest to them.
- Y26B Staff strive to eliminate negative or unsafe peer interactions such as teasing, bullying, harassment, and relational aggression.
- Y27 An accurate, current, written schedule for the day is prominently displayed.
- Y28 Expectations for youth behavior are posted in clear, positive, and concise language.
- Y29 There are sufficient materials and supplies available, well maintained and in good condition to support youth development and the Boys & Girls Club of America (BGCA) Core program areas.
- Y30 Printed materials displayed are current, accurate and informative for youth and parents. The staff and parent information bulletin boards articulate the vision, mission and primary goals of the program.
- Y31 State-of-the-art information technology is available to enhance programs, processes and productivity. Computers with e-mail capability are available to help youth maintain contact with duty-separated parents. Computers have Internet access with software needed to control access to undesirable sites. A sufficient number of computers are available to support ongoing programs.
- Y32 Only video or amusement machines appropriate for youth ages 6-17 are provided. Use of specific machines is restricted to the appropriate age youth. No violent or mature subject matter that would constitute a teen rating (T) is accessible to younger youth.
- Y33 Equipment is controlled, in serviceable condition, inventoried and stored properly when not in use. Pilferable items are inventoried daily (e.g. video games, players, and controllers).
- Y34 The names and photos of the key staff are posted near the front entrance.
- Y35 Instructional classes are age appropriate and include instruction on technique, safety, injury prevention and demonstration of proper form/technique.
- Y36 Staff and youth are involved in planning activities which are diverse, engaging, and appealing to youth of all ages and backgrounds.

- Y37 Programs are planned to have clearly defined outcomes related to youth development.
- Y38 Written program plans are available for each day of operation, week, month, season and year.
- Y39 Activities are offered to help youth with all aspects of military life (exercises, transfers, inspections, deployments, conflicts and wars) that impact on their life and their family.
- Y40 Computers are available to enable youth to use technology to create original works of: art, multi-media presentations; digitally manipulated graphics; photographs; video clips; etc.
- Y41 During all hours of operation self-directed opportunities are offered in at least three of the five core program areas. (Character & Leadership; The Arts; Health & Life Skills; Sports, Fitness & Recreation; and Education & Career Development)
- Y42 Each of the program core areas is supervised and led by a qualified staff member or specified volunteer. NOTE: One adult may be responsible for more than one program area.
- Y43 Character and leadership development programs are offered weekly which empower youth to support and influence the YP, installation, school and community such as a chartered Keystone Club and Torch Club.
- Y44 Character and leadership development programs are offered quarterly which empower youth to support and influence the YP, installation, school and community such as a center, installation, or community service project. Activities are provided that promote the American democratic process and responsibilities of citizenship. Offer activities to help with decision-making, school work, and personal issues, and that promote the wise use of natural resources, center, installation, school, or community beautification projects.
- Y45 Character and leadership development programs are offered annually which empower youth to support and influence the YP, installation, school and community. (i.e. Public speaking on behalf of the YPs and youths, Leadership activities as part of clubs, committees, etc., Youth Council, providing input on programs and special events, Youth of the Year Program).
- Y46 Education and career development programs are offered daily which enable youth to become proficient in basic educational disciplines, applying learning to everyday situations and embracing (using) technology to optimize school success and employability. Provide resource materials and supplies such as computer software, reference, textbooks, and magazines. Provide homework assistance or tutoring Monday – Thursday. Provide opportunities to observe and care for plants and animals. Offer informal computer instruction.
- Y47 Programs are offered quarterly which enable youth to become proficient in basic educational disciplines, applying learning to everyday situations and embracing (using) technology to optimize school success and employability. Offer formal computer instruction. Conduct an activity to recruit youth for the program. Offer a special event to reward and recognize youth. Support educational goals with field trips, guest speakers, and hands-on experience.
- Y48 Programs are offered annually which enable youth to become proficient in basic educational disciplines, applying learning to everyday situations and embracing (using) technology to optimize school success and employability. Throughout the year offer assistance on becoming employable is provided, such as the YES Program.
- Y49 Health and life skills programs are offered daily which develop youth’s capacity to engage in positive behaviors that nurture their own well being, set personal goals and develop the competencies to live successfully as self-sufficient adults. Help youth seek ways to solve differences and disputes without

- force or violence. Have a staff member available to help youth with special needs or make referrals. Provide accurate information about drugs, alcohol use, and adolescent sexuality.
- Y50 Programs are offered weekly which develop youth's capacity to engage in positive behaviors that nurture their own well being, set personal goals and develop the competencies to live successfully as self-sufficient adults. Offer health and life skills programs and activities that are fun and inviting to all youth from different backgrounds. Integrate opportunities for youth to establish personal goals within program activities and recognize youth achievement goals.
- Y51 Programs are offered quarterly which develop youth's capacity to engage in positive behaviors that nurture their own well being, set personal goals and develop the competencies to live successfully as self-sufficient adults. Offer programs and activities to help youth develop skills in independent living and life planning (budgeting, healthy lifestyle choices, resist peer pressure, etc.) Offer health education activities to promote positive health practices (display health posters, pamphlets, etc).
- Y52 Informal youth sports, fitness, and recreation programs are offered daily which provide and support: fitness development, positive use of leisure time skills, stress management, and social and interpersonal skills. Offer youth the opportunity to participate in activities that support the development of fundamental motor skills needed for different sports and non-competitive physical activities.
- Y53 Programs are offered weekly which provide and support: fitness development, positive use of leisure time skills, stress management, and social and interpersonal skills. Offer intramural team sports for all youth to encourage teamwork, offer a variety of age-appropriate sports and fitness programs. Offer one-on-one attention to individual youth who need assistance in fitness and motor skill development.
- Y54 Programs are offered quarterly which provide and support fitness development, positive use of leisure time skills, stress management, and social and interpersonal skills. Offer instruction and opportunities for participation in leisure sports (bowling, racquetball, tennis, golf, rollerblading, etc).
- Y55 The Arts program is offered weekly which enable youth to develop their creativity and cultural awareness through knowledge and appreciation of visual and tactile arts, performing arts, and creative writing. Provide literacy art activities *such as open mic, poetry reading, improv, reading aloud*, poetry writing, and newsletter.
- Y56 Programs are offered monthly which enable youth to develop their creativity and cultural awareness through knowledge and appreciation of visual and tactile arts and crafts, performing arts, and creative writing. Provide youth opportunities to display their work and/or perform at the Youth Center, on installation, or in the community (exhibits, talent shows, recitals, etc). Conduct special events to generate enthusiasm for the arts (exhibits, performances, field trips, celebrations, etc).
- Y57 Programs are offered quarterly which enable youth to develop their creativity and cultural awareness through knowledge and appreciation of visual and tactile arts and crafts, performing arts, and creative writing. Provide the opportunity to attend performances and interact with professional artists (theater, ballet, trips to art studios, museums, and guest performers) Acquaint youth with their heritage by attending historical sites, monuments, and museums.
- Y58 Programs are offered annually which enable youth to develop their creativity and cultural awareness through knowledge and appreciation of visual and tactile arts and crafts, performing arts, and creative writing. Participation in the ImageMakers Photography Exhibit, Fine Arts Program, and family & teen talent contests and shows are encouraged.

- Y59 Youth are offered the opportunity to participate in the required AF programs: AF and BGCA Fine Arts Program, AF and BGCA Photography, Program Keystone Club, *AF Teen Council*, Torch Club, AF Youth of the Year, three 4-H programs *using official 4-H curriculum* (one must be in the Health, Nutrition and Fitness area), FitFactor, Excellence in Youth Sports Award through the National Alliance for Youth Sports, AF Specialty & Residential Camps (as applicable).
- Y60 At a minimum, quarterly recognition programs are available to support the Youth of the Year program.
- Y61 Youth are recognized for their participation, improvements, and achievements in all program areas and for installation and community activities. Notable awards are used to honor outstanding members and reinforce their involvement in programs.
- Y62 A Youth Sponsorship Program that provides pre-arrival, arrival, and pre-departure services for youth relocating to and/or from the installation has been initiated and is ongoing. Documentation on the sponsorship program is on file in the program. The sponsorship program may be combined or coordinated with the Airman & Family Readiness Center or other agencies responsible for sponsorship.
- Y63A Parents, staff, and youth are involved in evaluating the program. The program conducts an assessment of the needs and interests of the youth and the community at least annually (to include Youth Sports & Fitness). The results are compiled, analyzed and acted upon as required.
- Y64 Parents of youth shall be included on the existing installation Parents Advisory Board (PAB).
- Y65 Staff use youth's given names; avoid using nicknames and terms of endearment to address youth.
- Y67 Parents are required to attend an annual league orientation meeting conducted by the YP staff, or a one-on-one meeting. The orientation should include at a minimum: program philosophy; code-of-ethics; by-laws; roles of the staff; volunteers; officials and parents; transportation policies; health, safety and guidance guidelines.
- Y68 All teams have at least one team/parent meeting each season, separate from the required Parent Orientation.
- Y69 Parents are required to sign a code of ethics, pledging their commitment to providing an enjoyable experience, as well as the responsibility parents play in supporting the youth sport's experience.
- Y70 The program regularly plans and schedules programs and events with youth that include parents and other family members.
- Y71 An orientation is conducted and information shared for all new members and their parents/guardian. A tour of the facility, a review of the program expectations and policies, an overview of the program offerings and an introduction to staff, volunteers or contract workers is included in orientation.
- Y72 There is a recognition program for YP volunteers or they are recognized as part of the installation volunteer program.
- Y74 Each League follows required National Alliance for Youth Sports (NAYS) guidelines as established for youth ages 5-6, 7-8, 9-10, 11-12, and 13-18.
- Y75 No more than a two-year age range is used to establish and conduct league play, beginning with age 5. All participants must be 5 years of age prior to the start of the first practice. In no case may an age range greater than three years be used without documented approval of the Major Command Youth Specialist.
- Y76 Each program has a method for recruiting, selecting, screening and assigning coaches.
- Y77 A written system is in place for league and team division, in which weight and skills are assessed in establishing a fair and equal league for youth age 11 years and up.

- Y78 In all leagues, a minimum play rule is required for all youth regardless of ability. Ages 5-12 years must be permitted to play at least half of every game.
- Y79 Youth below the age of 11 years are not permitted to participate in activities that result in significant or frequent collisions involving the head or neck.
- Y80 If participation awards are given, they are to be kept to a minimum.
- Y81 Only youth ages 11 years and up are permitted to participate in out of community post-season play.
- Y82 A coach's handbook has been developed and issued to every volunteer coach. The handbook includes, at a minimum, the following information: mission; philosophy; key contacts; emergency procedures; inclement weather procedures, inclusion policy; prohibition of substance abuse and smoking by coaches, officials, spectators, and players; child abuse prevention, identification and reporting; excused absences; positive guidance; administration of first aid; minimum play rules; and sportsmanship to include removal procedures and suspension.
- Y84 Equipment and supplies are age appropriate and safe for use. Equipment designed to ensure injury reduction for participants is used for each youth sports activity (e.g. baseballs designed to reduce injuries, soccer shin guards, approved protective equipment in contact sports).
- Y85 Equipment must carry the National Operating Committee for Standards in Athletic Equipment (NOCSAE) or American Society for Testing and Materials (ASTM) approval for safety.
- Y86 Appropriate attire must be worn to promote the safety of all participants and spectators.
- Y87 An inspection timetable and procedures for ensuring continual safety of all equipment is implemented for each sport.
- Y88A *The Annual Unannounced Multidisciplinary Team Inspection (MTI), required by the Military Child Care Act, of all facilities used by the YP has been conducted within the last 12 months. The MTI includes experts in each of the following areas: child abuse protection, staffing, and a parent representative who has a child enrolled in the YP. The results of the Annual Unannounced Higher Headquarters and Comprehensive Fire, Health, and Safety Inspections are reviewed as part of the MTI and the review is documented. The results are provided to the program staff in a timely manner – preferably within 1 month.*
- Y88B All non-life-threatening deficiencies identified in any inspections required by the Military Child Care Act have been corrected within 90 days and remain corrected or a waiver is on file from the SAF/MR. All life-threatening deficiencies are corrected immediately.
- Y89 A copy of the most recent AF Higher Headquarters' DoD Inspection certificate is posted in all facilities.
- Y90 The YPs' posted written mission statement is consistent with Air Force standards for YPs and is reflected in all policies and procedures established for the program.
- Y91 Each family is provided a current parent handbook or a copy of the written policies and the program's mission and philosophy and no-smoking in or near the facility policy. Written material is translated for families who do not speak or read the majority language.
- Y93 Participation is limited in YPs to eligible youth up to 18 years old or who are still in high school. Married and active duty youth are not allowed to participate as youth participants.
- Y94A *Programs have a written policy or Operating Instruction (OI) to protect youth from exposure to the use of alcohol, illegal drugs, and tobacco products; dealing with injuries, hazards, unsafe conditions, weather conditions, and natural disasters, which are specific to the geographic location of the event; transportation of youth; usage of the facility by outside programs; meeting program expectations;***

operational issues, such as hours of operation, registration procedures, program areas and objectives, fees and charges, recognition of staff achievements, safety requirements, health requirements, emergency procedures, fire prevention, and evacuation requirements. Policies and operating instructions have been updated and coordinated with applicable agencies.

- Y98 There are written personnel policies and practices for staff. The policy includes information on the program's expectations for the position. There is a staff handbook that outlines this information; the handbook is distributed to each employee.
- Y101 Direct Appropriated Funds support is provided for personnel, equipment, supplies, where required. APF custodial support is provided during the hours of operation to ensure sanitation and cleanliness. At a minimum the AF Cleaning Standards Chart for CDC, YP and SA is followed.
(AF Cleaning Standard Chart for CDC, YP and SA)
- Y102 The program develops an annual budget that reflects the program's priorities.
- Y103 There is evidence that the program seek funds from the Combined Federal Campaign, the United Way, BGCA and other charitable organizations. Funding from any grants earned has been used to support the grant request.
- Y104 If a registration fee is charged, it is collected on an annual basis. Fees are charged based on current AF policy.
- Y105 Youth 5 years of age and younger are allowed to participate only when they are under the continuous, direct supervision of an adult, and when the activity is organized specifically for their age group, such as part-day preschool, lessons, classes, special events, etc.
- Y106 Youth 6-8 years are allowed to participate only when they are in an activity that involves continuous direct supervision by an adult or they are accompanied by a parent or sibling 16 years or older.
- Y107 Youth with special needs are provided service when the program can reasonably accommodate their needs and their presence does not endanger the health and safety of other youth and the Staff/V/CW. Service is not denied without the approval of the Major Command Chief of Services or Major Command Services Division Chief.
- Y108 The YPs has developed a written annual, year round marketing and communications plan supportive of the organization's mission, goals, and objectives. The marketing plan is current and in use.
- Y109 At all YPs facilities including sports fields, an attractive exterior sign clearly communicates it is a YP. Signs are posted at all youth facilities/fields prohibiting the use of alcohol, illegal substances, or tobacco.
- Y110 The hours of operations are posted and easily seen from the outside.
- Y111 YPs collaborate with other installations or programs to provide ongoing opportunities for parent information and education.
- Y112 Youth are provided with a membership card printed with the program name. A current, completed AF Form 88, *Air Force Youth Programs Registration*, is on file for each youth participating in the program except for one-time events that include direct parental supervision.
- Y113B *Accidents/injuries which require medical attention, hospitalization, or death of a youth are recorded/reported on the AF Child and Youth Programs (CYP) Reportable Incidents Report within 24 hours of the event to the Flight Chief, Squadron Commander/Director, MAJCOM Specialist, HQ AFSVA SVPY, and HQ USAF AISA.*
- Y114 During self-directed recreation, youth are required to sign in and out of the program upon arrival and departure.

- Y115 Daily attendance for all programs is recorded on AF Form 2043, *Recreation Daily Attendance and Program Record* or similar form and kept on file for 3 years.
- Y116 A system is in place for all youth staff to have access to the information such as coaches' names and phone numbers, team rosters, practice locations and times, and game schedules.
- Y117 When youth are transported off the installation, a minimum of two adults must accompany the group. Note: The only exception to this policy is when youth are transported on the installation and two or more vehicles are used. When on the installation the vehicles may travel in tandem with one adult in each vehicle. The vehicles must travel directly behind each other.
- Y118 Transportation of youth has been authorized by the parent on the AF Form 88, Air Force Youth Programs Registration (or other authorized form) which includes permission for medical treatments and a copy is taken on all field trips.
- Y119 Staff/Vs/CWs are not permitted to transport youth in their personal vehicles.
- Y120 Youth are not permitted to participate in the sports program unless they have had a physical exam within the previous 12 months and it remains current throughout the season. The coaches are aware of the chronic health problems of any youth they coach. The results are kept on file.
- Y121 Personal service contractors are required to provide proof of personal liability insurance of at least \$300,000 before establishing a contract to provide high-risk services such as, but not limited to gymnastics, wrestling, and karate instruction. If the contractor cannot obtain personal liability insurance, the contract must include an acknowledgment of personal liability signed by the contractor and the contractor's signed agreement to compensate the Government for any expenditure necessary because of the contractor's conduct and activities.
- Y122 All YP facilities have been inspected by HQ AFCESA or an approved designee and are certified by HQ AFCESA as meeting the structural requirements of NFPA 101 Life Safety Code (current edition) and AF. Any deficiencies identified by HQ AFCESA or their designee have been corrected within 90 days and remain corrected or a waiver is on file from SAF/MR. A copy of the HQ AFCESA certification inspection report for each YP facility (if available) and certificate are on file and posted. Note: If the facility usage has changed or alterations have been made to the facility since it was first certified, the facility has been re-certified for the current use by HQ AFCESA.
- Y123A *Annual Unannounced Comprehensive Fire, Safety, and Health Inspections of each YP facility has been conducted within the last 12 months by a Fire Specialist, the Installation Safety Office, and by a Public Health Specialist. The inspection is signed and dated. The most current version of the YPs Fire Prevention/Inspection Guide provided by HQ AFCESA was used.*
- Y124 A fire inspector or fire task-certified or trained staff member conducts quarterly Fire Inspections using sections A&C of the most current YP Fire Prevention/Inspection Guide provided by HQ AFCESA. The inspection is signed and dated. Deficiencies are corrected and documentation is kept on file. Staff or the fire department checks smoke detectors, fire alarms and fire extinguishers quarterly. The smoke alarms and emergency lighting are functioning properly.
- Y125B A fire, safety, and health task-certified or trained staff member conducts daily Fire, Safety, and Health Inspections prior to use. The inspection is signed/initialed and dated with time of completion. Deficiencies identified are corrected, remain corrected and documentation is kept on file. (HQ AFCESA YP Checklist, C-1)

- Y126 Fire occupancy loads for each room are established and posted. Emergency procedures for evacuating during a fire are posted, and are practiced at least monthly during various times of day/evening/*weekend, when youth are present*. A fire inspector, fire task-certified or trained staff member conducts fire drills. Documentation is kept on file.
- Y128 A safety inspector or safety task-certified or trained staff member conducts monthly Safety Inspections for indoor/outdoor areas and equipment. The inspection is signed and dated. Deficiencies are corrected and documentation is kept on file.
- Y130 Sports facilities are free of observable safety hazards. Prior to the start of each sports season, pre-inspection of fields and facilities are completed by a safety specialist before any practices and/or games are conducted. Any identified hazards are corrected prior to the start of the season and the results are kept on file.
- Y131 All playground equipment and fall zones comply with the US Consumer Product Safety Commission (CPSC) guidelines and American Society for Testing and Materials (ASTM) standards. Manufacturer's instructions for maintenance and sanitation of indoor/outdoor playground equipment are followed.
- Y132 All vehicles used for transporting youth on field trips and to/from school are registered, inspected, and maintained as required by state, county and AF. Government vehicles must have a fully charged fire extinguisher and first aid kit.
- Y133 The facilities used do not expose youth to hazards related to asbestos, lead-based paint, and toxic fumes. The radon level in the building is within limits.
- Y134 Youth do not have unsupervised access to medicine, poisons, or cleaning agents such as undiluted bleach. Toxic substances are kept in a locked cabinet, out of reach of youth.
- Y135 Sports facilities are free of observable safety hazards. During the season, playing facilities used for practices and games are inspected daily for safety hazards and documented. The results are kept on file.
- Y137 A health inspector or health task-certified or trained staff member conducts monthly Health Inspections. The inspection is signed and dated. Deficiencies are corrected and documentation is kept on file.
- Y139 The results of the initial water testing for lead contaminants from each faucet/drinking fountain used by the youth or staff are on file in the YP. The Installation's Bioenvironmental Engineer (BE) has been informed when plumbing lines or fixtures are modified, added or replaced. Based on a health risk assessment by BE, these plumbing lines or fixtures are tested for lead contaminants and the risk assessment and/or results are on file in the YP. Water from the facility has been tested for bacterial contaminants at least annually and the results are kept on file. It has been determined that the water is safe for consumption, or another source of safe water has been provided. For CONUS: The most recent annual installation-wide Consumer Confidence Report (CCR) is kept on file. For OCONUS: Results of a installation-wide water quality report are kept on file.
(AF Policy CDC/SA/YP Drinking Water, 3 Oct 05)
- Y140 Healthy foods are offered during program provided meals and snacks. Resale menus and vending machines include healthy food choices.
- Y141 If youth or adults have contagious illnesses, they are not permitted to participate in YP events during the period when the disease could be transmitted to others.
- Y142 There are adequate supplies and facilities for hand washing. Signs or pictures are posted at each sink to show proper hand washing procedures.
- Y143 Food is stored, prepared, transported and served in accordance with AFI 48-116, Food Safety Program.

- Y144 Drinking water is readily available at all times, including outdoors and on field trips.
- Y145 Animals in the program have been checked annually or as specified in writing by the veterinarian and certified as safe and healthy to be with youth.
- Y146 A first aid kit is available at all youth events. First aid supplies include: scissors, bandages, cold packs, sterile gauze, tape, anti-bacterial soap, disposable gloves, tweezers, thermometer, and other items determined by the installation medical advisor.
- Y147 A written maintenance and cleaning schedule for all facilities is maintained. The program facilities and all restrooms are cleaned & maintained daily.
- Y148 The **current** Child Abuse/Neglect and Safety Violations in DoD Child/Youth Programs signs are posted in highly visible areas in each facility where parents, children, youth, and staff have easy access to the telephone numbers. The numbers are included in all parent handbooks and other brochures.
- Y149 *The Director/Designee reports all suspected cases of inappropriate guidance, of child abuse and neglect telephonically and in writing, using the AF Child & Youth Programs (CYP) Reportable Incidents Report, to the Flight Chief, Family Advocacy Office (FAO) (or other locally determined action officer), Squadron Commander/Director, MAJCOM Specialist, HQ AFSVA/SVPY and HQ USAF/AISA within 24 hours of occurrence.*
- Y150 All violations of the guidance policy are reported verbally and in writing to the supervisor and the Flight Chief.
- Y151A *When a staff member is under investigation in a case of suspected child abuse or neglect, he/she is placed on administrative leave or assigned to a position that does not involve contact with youth until the situation is resolved. Staff who violate the guidance policy are not permitted access to youth until they are retrained or they are assigned to a position outside of youth care, or they are terminated.*
- Y152 When a staff member is under investigation in a case of suspected child abuse or neglect, he/she is placed on administrative leave or assigned to a position that does not involve contact with youth until the situation is resolved.
- Y153 If staff do not have a completed National Agency Check (NAC) or National Agency Check with Inquiries (NACI), then at least two staff members are present with each group of youth, or are in nearby areas, or are within line of sight, or the area is monitored by a Closed Circuit Television System (CCTV). The staff member that is responsible for monitoring the CCTV has a completed NAC/NACI.
- Y154 An adult is present at the main entrance of the facility during all hours of service. Only those persons on official business are permitted in the facility.
- Y155 All visitors are required to enter and depart at the main entrance except for approved kitchen deliveries, sign in and out, wear identification, and are monitored by staff while in the facility.
- Y156 The lights are left on in all rooms, including closets with windows, toilets, offices, and storage areas, when the building is in use. It is possible to view into closets, storerooms, etc. or they are kept locked during the hours of operation.
- Y157A An Installation Records Check (IRC) has been completed on all staff, CW, and V. The IRC consists of a records check of all installations on which the individual has lived or worked for 2 years before the date of the application. The IRC includes a file check of Security Forces Management Information System (SFMIS), Family Advocacy's AF Central Registry (which includes all drug and alcohol program files, medical treatment facility files, mental health, and life skills files) and Family Housing. A check of

SFMIS and Family Advocacy's AF Central Registry will satisfy the requirement for IRCs from current and former installations. Results are maintained in the employee work folder.

- Y157B The Dru Sjodin National Sex Offender Registry Check has been completed prior to employment. Note: Applicable for those hired after October 2008.
- Y158 A State Criminal History Repository Check (SCHRC) has been completed from all the states the individual staff or CW has lived in during the last five years. NOTE: Only required if a completed NAC/NACI is not on file. Results are maintained in the employee work folder.
- Y159 A NAC or NACI has been requested for each individual staff member. Note: As of 21 May 08, all newly hired employees must have a NACI. A FBI fingerprint check has been requested for each CW. An individual with a Secret Clearance meets the requirement of a NAC or NACI but does not meet the SCHRC requirement. If the results of the NAC, NACI, or FBI fingerprint check were not completed and adjudicated, follow-up action has been conducted and documented every 6 months, until the checks are completed and adjudicated. Results are maintained in the employee work folder.
- Y160 Record re-verification of the IRC and a Defense Central Index of Investigations (DCII) has been completed for all staff, Vs, and CWs every 5 years.
- Y161 All staff, CWs, and Vs wear a nametag or other identifying apparel. There is a visually recognizable system that identifies staff with completed NAC/NACIs.
- Y162 All staff have read and signed that they understand the guidance, confidentiality, ethical standards and emergency procedures.
- Y163 All staff, Vs, and CWs have signed a statement indicating whether or not they have been arrested or convicted of any crime involving youth, drugs, or alcohol.
- Y164 At least two positive, professional references are obtained on staff, CWs, or Vs before they are allowed to work with youth. (Exclude contracted custodial workers) Documentation is kept in the employees work folder.
- Y165 A copy of a current drivers license and results of a positive driving record for all employees who transport youth are on file in the employee's work folder and updated annually.
- Y166 Staff have a physical examination and the tests recommended by the program medical advisor. All staff and volunteers have the immunizations required by AF Joint Instruction 48-110, Immunizations and Chemoprophylaxis and AFI 48-105, Surveillance, Prevention, and Control of Diseases and Conditions of Public Health or Military Significance. Results are maintained in the employee work folder.
- Y167 Staff are observed periodically by experienced staff while interacting with youth during the first 6 months of employment. Maintain documentation on file.
- Y168 Staff receive continuous supervision and feedback. The program keeps written, updated notes on staff performance and feedback. The supervisor or designee observes and evaluates staff at least annually.
- Y169 Contractors and volunteers are evaluated and given feedback within the first 6 months (or each season) and documentation is kept on file.
- Y170 All coaches, assistant coaches, and other specified volunteers are required to sign a code of ethics annually which is kept on file.
- Y171 Two adults (staff, contractors, or volunteers) are present in the facility and/or program areas at all times when youth are present. If junior staff (student trainees) are included in the program, they are not included in the adult:youth ratio.

- Y172 There is a GS-05 **or** NAF equivalent in pay and job responsibilities or higher in the building at all times youth are present.
- Y173 Adequate supervision by paid staff and adult volunteers of youth is maintained based on the type of program or activity offered. Staff and adult: youth ratios are IAW DODI 6060.4, Page 19 Chart.
- Y174 There is a plan to provide adequate staff coverage in case of emergencies or when one of the staff is absent.
- Y175 YP staff including the Director and Program Director, work an uncommon tour of duty to include evenings, weekends, and school holidays.
- Y176 All training is documented on the AF Form 1098, Special Task Certification and Recurring Training. Every employee starts an annual AF Form 1098 in January.
- Y177A All regular and flex staff have current certification training in Cardiopulmonary Resuscitation (CPR) and First Aid (*inclusive of blood-borne pathogens*) within the first 6 months of employment. At least one staff member/ V and/or CW is certified in CPR and first aid and is present at all activities sponsored through the YPs.
- Y179 All regular and flex schedule staff receive 24 hours of training. Annual training requirements include: program planning, positive guidance and conflict resolution, child abuse prevention, identification, and reporting, youth development, youth fitness and nutrition, safety and fire prevention.
- Y180 New staff/CWs receive at least 8 hours of orientation training prior to working with youth.
- Y181 Each installation has at least one staff who is a Certified Youth Sports Administrator (CYSA) and remains certified through annual trainings (one Continuing Education Unit from NAYS every 2 years).
- Y182 Youth management staff participate in a minimum of 12 hours of annual training, including training on such topics as the latest studies on youth development; youth activity programming; child abuse prevention, identification, and reporting procedures; YP administration; and eliciting parent involvement. The Youth Director attends formal conferences and has attended a National or Regional 4-H/BGCA conference within the last 2 years.
- Y183 Vs (to include coaches) and CWs are provided an orientation training prior to working with youth. Orientation and annual training should include: program philosophy, objectives and goals, safety requirements, fire prevention, acceptable and unacceptable discipline techniques, child abuse prevention, identification and reporting (annually), universal precautions for handling bodily fluids, youth development, and at risk behavior. Completion of training is documented and kept in the V/CW files.
- Y184 Coaches and Assistants complete a coaching certification and receive training prior to working with youth in the following areas: first aid, CPR, psychology of coaching, injury prevention, practice organization, training and conditioning, youth development, diversity and sexual harassment and techniques of coaching a specific sport. Completion of training is documented and kept in the V/CW files.
- Y185 Returning certified coaches are provided supplementary training to enhance their coaching ability and to maintain annual certification. (i.e., sports specific, skills enhancement, Youth Development, fitness, nutrition).
- Y186 During the first 6 months of employment, Child and Youth Program Assistants (CYPAs) complete three of the YP Modules, first aid, CPR, food handler's training, and monthly observations. Satisfactory progress toward and completion of the YP training modules is a condition of employment. After fulfilling the initial 6 month requirement of completing three modules, CYPAs must complete a minimum of 3 modules every 3 months, completing all modules within the first 18 months of employment.